

DEPARTMENT OF FINANCE AND ADMINISTRATION

**REQUEST FOR SPECIAL PERSONALIZED LICENSE PLATE WITH A DECAL**

**FEES IN THE AMOUNT OF TWENTY DOLLARS (\$20.00) MUST ACCOMPANY THIS REQUEST**

Check the box below of the type special personalized license plate with a decal you are requesting:

<input type="checkbox"/>	Support our Troops	<input type="checkbox"/>	Martin Luther King Jr. Commission
<input type="checkbox"/>	North Little Rock Animal Shelter Spay and Neuter	<input type="checkbox"/>	Support Animal Rescue and Shelters
<input type="checkbox"/>	Freemason	<input type="checkbox"/>	National Multiple Sclerosis Society

Print or type owner's name as shown on current registration certificate:	
Address:	
City, State, Zip:	
Current Arkansas License Plate Number and Operator or Chauffeurs License Number	Telephone # (Optional)

Research to determine if a plate is available cannot be done by a local Revenue office or by phone. To order a special personalized license plate with a decal, submit this form in person or by mail at the following addresses

By Mail: Department of Finance and Administration  
P.O. Box 1272  
Ragland Revenue Building, Room 1040  
Little Rock, AR 72203

In Person: Department of Finance and Administration  
Ragland Revenue Building, Room 1040  
1900 West Seventh Street  
Little Rock, AR 72201

Special personalized license plates with a decal are ordered weekly and normally return within 8 to 10 weeks. You will be notified by mail that your plate has been received with instructions as to what you must do to register the plate to your vehicle.

I hereby request the following personalized license plate number and certify that my registration privileges have not been revoked or suspended.

List your plate by preference according to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices and please do not list a choice that you will not accept. If the 1<sup>st</sup> choice is not available, the 2<sup>nd</sup> choice will be ordered if available, or the 3<sup>rd</sup> choice will be ordered if neither 1<sup>st</sup> nor 2<sup>nd</sup> choice is available. If your plate has less than seven (7) characters, you must indicate where you want spaces. Please indicate where you want the space by leaving the block blank.

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1<sup>st</sup> CHOICE

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2<sup>ND</sup> CHOICE

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3<sup>RD</sup> CHOICE

**AFTER CHOICE HAS BEEN SUBMITTED AND ACCEPTED BY THE DEPARTMENT THERE CAN BE NO CHANGES OR REFUND OF FEES.**

Signature of Owner: \_\_\_\_\_ Date \_\_\_\_\_

TO BE COMPLETED BY LITTLE ROCK OFFICE – DO NOT WRITE BELOW THIS LINE

License Ordered \_\_\_\_\_ Order Date \_\_\_\_\_

Agent Signature \_\_\_\_\_ County \_\_\_\_\_

Date Received \_\_\_\_\_ Check Number \_\_\_\_\_ Date Approved \_\_\_\_\_ Special Fee \_\_\_\_\_

**SEE BACK OF FORM FOR IMPORTANT INFORMATION**

## **REQUIREMENTS AND RESTRICTIONS**

- ◆ The issuance of personalized plates is restricted to passenger vehicles and pickups.
- ◆ Request for personalized license plate must be filed with the Motor Vehicle Division on form approved by the Department.
- ◆ The fee for a special personalized license plate with a decal is \$20.00 annually and is in addition to the regular license registration fee. Check or money order for \$20.00 payable to the Department of Finance & Administration is due upon receipt of application.
- ◆ Applicant is requested not to inquire about license plate in order to allow time for manufacturing of personalized license plate. You will be informed when plate is available for pickup.
- ◆ A special personalized license plate with a decal may consist of not more than seven (7) characters and spaces combined. Words or letter combinations offensive, suggestive or not in good taste will not be allowed.
- ◆ You may request three plate numbers in the order of your preference. The first number available and approved will be assigned. The date the request is received by the Motor Vehicle Division will control the priority of number assignment.
- ◆ Either owner of a jointly registered automobile may sign the request for personalized license plate.

### **YOUR PERSONALIZED PLATE NUMBER MAY BE SELECTED FROM THE FOLLOWING COMBINATIONS**

#### **THREE**

Three letters are allowable. Example ABC.  
The three letters may be spaced A B C.

#### **FOUR LETTERS**

Four letters are allowable. Example ABCD, DALE. The four letters may be preceded or followed by one or two numerals. Example 1GALE, GALE99. Letters may not be divided by an ampersand (&) or a hyphen (-).

#### **FIVE LETTERS**

Five letters are allowable. Example JRDJR, STATE, BOB JR. The five letters may be preceded or followed by one numeral. Example STATE 1, 3 ABCDE.

#### **SIX LETTERS**

Six letters are allowed. Example ROBERT, ABC DEF. Motorcycle six digit limit.

#### **SEVEN LETTERS**

Seven letters allowed. (Motorcycles excluded). Example JOHNSON, 1234ABC.

#### **NOT ALLOWED**

- ◆ Any combination of letters or numerals that conflict with the numbering system adopted by the Motor Vehicle Division, Department of Revenue.
- ◆ The use of a period (.) plus sign (+) or any other characters other than those appearing above.
- ◆ Duplication of license plate.
- ◆ Vulgar or profane words or words suggestive, offensive, or not in good taste.